

CITY OF ANGOLA INFORMATION TECHNOLOGY DEPARTMENT City Hall TX: 260.668.5594 210 North Public Square FX: 260.665.9164 Angola, Indiana 46703-1960 Email: <u>it@angolain.org</u> MEMO / FAX

How to get to the Front End Editor on City Webpage and Make changes

Here are some written instructions that will help get to the Front End Editor for the website. This side of the website editing is a little easier to use when adding links or information to your page.

- 1. Go to <u>www.angolain.org/manager</u> then log into the backend editor
- 2. Then type/click this address into Chrome or Firefox to get to the front end editor (You can use IE but eGov has warned it is slower to use) www.angolain.org



- 3. From here you can navigate to your page just like you were on the website.
- 4. Once you get to the section you want to edit, click Quick Edit



- 5. Then Hit Edit this departments (what you clicked, for instance on his example it would be Contact Us)
- 6. It will take you to the back end editor where this information is located for you to change.
- 7. Once you make your changes hit Save and Continue at the bottom.